Consumer Education Website Continuous Improvement Series
Child Care Search Suite

Child Care Search Tool Assessment Checklist

The Consumer Education Website Continuous Improvement Series aims to help Child Care and Development Fund (CCDF) Lead Agencies develop effective, family-friendly consumer education websites. This series is designed to support the efforts of jurisdictions as they enhance their consumer education websites to help families better understand the full range of child care options and resources available to them. The Child Care Search Suite includes resources for CCDF Lead Agencies to consider as they enhance their child care search tools so that families can easily access useful, accurate, and understandable information to help them choose care that meets their needs.

This Child Care Search Tool Assessment Checklist is designed to help you identify opportunities to integrate best practices into your current child care search tool. For information about child care search tool best practices and implementation tips, see the following resources from the Child Care State Capacity Building Center:

- Best Practice Brief: Online Child Care Search Tools

- Tip Sheet: How to Implement Child Care Search Tool Enhancements

- Best Practice Brief: Data Collection Considerations to Support an Enhanced Child Care Search

- Tip Sheet: Data Governance Makes It Possible

This assessment helps you assess the following parts of your child care search tool:

- Table 1. Child Care Search Filters and Criteria

- Table 2. Child Care Search Results Display Features

- Table 3. Detailed Provider Profile

- Table 4. Child Care Search Tool Visibility

> **Note: Items in red** are CCDF–required elements of your child care search. **Items in green** are CCDF–required elements of your overall consumer education website that could be incorporated into your child care search tool. Answer "yes" or "no" to the questions in the tables below.

Child Care Search Tool Assessment Checklist

Table 1. Child Care Search Filters and Criteria

Element	Does your current child care search include this element or feature?	Would you like to add this feature to your search?	Do you currently have access to or collect the data to support this element?	If you do not currently have these data, how do you plan on providing them (create a data partnership, collect the data yourself)?
Location				
By zip code				
By address with search radius				
"On my route" feature				
Quality level (if applicable)				
Program type (child care center, family child care home, camp, and so on)				
Hours of operation				
Yearly schedule				
Full year				
School year				
Summer only				
Accreditation status				
Child care financial assistance				
State subsidy				
Sibling discount				
Other assistance				

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Element	Does your current child care search include this element or feature?	Would you like to add this feature to your search?	Do you currently have access to or collect the data to support this element?	If you do not currently have these data, how do you plan on providing them (create a data partnership, collect the data yourself)?
Additional services				
Drop-in care				
Sick care				
Overnight care				
School vacation care				
Transportation provided				
Staff training or experience to support children with special needs				
Languages spoken				
Environmental features (no pool, fenced in play area)				

Table 2. Child Care Search Results Display Features

Feature	Does your current child care search include this feature?	Would you like to include this feature?	What do you need to do to add this feature to your search results display?
Do search results display in a summary list format?			
Does the summary list display the following?			
Provider name			
Address			
Phone			
Ages served			
Quality rating			
Are users able to sort the list by key criteria (such as quality rating and improvement system rating or proximity to location provided)?			
Does the list include a link to a detailed provider profile?			
Do search results display in a map format?			
Does the map include a pin for each provider that met the search criteria?			
Can users hover over or select the pin to view basic provider information such as provider name, address, and quality rating and improvement system rating?			
Does the map include a link to a detailed provider profile?			
Do the list or map provide some indication of availability?			

Table 3. Detailed Provider Profile

Element	Does your current child care search include this element or feature?	Would you like to add this feature to your search?	Do you currently have access to or collect the data to support this element?	If you do not currently have these data, how do you plan on providing them (create a data partnership, collect the data yourself)?
Program contact information				
Program website link				
Director name and contact info				
Licensing status				
Licensed				
License-exempt				
Ages served				
Results of monitoring and inspection reports				
License or registration number				
Yearly schedule				
Full year				
School year				
Summer only				
Quality rating				
Accreditation status				
Rates				
Capacity				

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Element	Does your current child care search include this element or feature?	Would you like to add this feature to your search?	Do you currently have access to or collect the data to support this element?	If you do not currently have these data, how do you plan on providing them (create a data partnership, collect the data yourself)?
Provider availability (either vacancies or availability category) See Best Practice Brief: Data Collection Considerations to Support an Enhanced Child Care Search for more information.				
Child care financial assistance				
State subsidy				
Sibling discount				
Other financial programs available				
Additional services				
Drop-in care				
Sick care				
Overnight care				
School vacation care				
Transportation provided				
Languages spoken				
Environmental features (no pool, fenced in play area)				
Meal options				
Special activities				

Table 4. Child Care Search Tool Visibility

Feature	Yes or no	If no, how could this be improved?
Visibility		
Is your child care search easy to find from your consumer education website home page?		
Is there a button or link on each page of your consumer education website that links to the child care search?		
Do state partners provide a link to your child care search from relevant pages of their websites?		
When you conduct an online search, does your child care search appear favorably on the search engine results page (within the first 3–4 pages listed)?		

Do You Have Questions?

If you have questions about whether your planned website enhancements meet CCDF requirements, please consult with your **Office of Child Care regional office** for guidance.

If you would like technical assistance on developing and enhancing your consumer education website, including your child care search, contact the Child Care State Capacity Building Center (**CapacityBuildingCenter@ecetta.info**).